

SPECIFICATIONS FOR JANITORIAL AND
TRASH REMOVAL SERVICES

FAA BUILDING

4185 Martin Luther King Jr. Drive
ATLANTA, GEORGIA

1. Scope – This specification is intended to outline the minimum requirements for Janitorial Service in space occupied by the FEDERAL AVIATION ADMINISTRATION. Exhibit “c” lists the rooms and approximate square footage of each.
2. General Information: The space in which the work of the contract is to be performed is tenanted by Government officials and employees and is visited daily by many persons who are required to conduct business with the Government. For the protection of the space and its equipment and the facilitation of the business to be conducted therein, first quality cleaning must be required. Hasty and careless performance of the work will not be tolerated. Evidence given to such practices by dirt in corners, mop splashes on base boards, and work that is otherwise sloppy and unsatisfactory will be called to the attention of the contractor and he must be required to clean up areas in question and take steps to improve the overall results in the future. Failure by the contractor to comply with such request within five business days will result either in the correcting work being done by Government employees and the cost charged to the contractor or the termination of the contract, or both, as provided elsewhere herein.

The attention of all prospective bidders is called to the fact that the Atlanta Flight Inspection Field Office is in operation five (5) days a week, 17 hours a day, service is required five (5) days a week.

The approximate number of people occupying the building at any given time is as follows:

0700-1700	Monday-Friday	51
0800-1630	Saturday, Sunday, and Holiday	0

3. Government-Furnished Property – The Government will furnish electricity and water. No other property or cleaning materials will be furnished by the Government.
4. Contractor-FURNISHED PROPERTY – The contractor must be required to furnish all mechanical and electrical apparatuses and appliances, ladders, hand tools, cleaning and dusting materials, waxes, solvents, rags, steel wool, and all other supplies required, including disinfectants, deodorants, insecticides. All equipment owned by the contractor must be properly identified. Contractor must

also furnish toilet tissue, hand towels, hand soap, plastic bags and any other supplies required.

The contractor must be furnished a locker in which to store cleaning supplies with a lock and key.

5. Supervision – The contractor must provide the services of a competent and experienced supervisor to direct and supervise all work.
6. Standards of Service – All work must be accomplished in a workmanlike manner to provide a clean, neat appearance at all times.

Failing to remove or leaving dirt in corners, mop splashes on baseboards, applying wax over gum or dirt spots, dirty toilet fixtures, or unsightly areas are examples of what will be considered as unsatisfactory work.

The Contractor must be required to attend a conference, prior to the start of this contract, with the Contracting Officer's Representative (COR) for the purpose of resolving work schedule and brands of contractor furnished supplies and types of cleaning equipment.

7. Work Schedule – The successful bidder of this contract must be required to prepare and submit to the COR for the purpose of resolving the work schedule and brands of contractor furnished supplies and types of cleaning equipment.

Work Schedule – The successful bidder of this contract will be required to prepare and submit to the COR a complete schedule of his intended work. All scheduling which pertains to carpet cleaning will be subject to continual approval and/or modifications. On occasion, it may become necessary that work of the contractor, in certain areas, be halted or rescheduled due to the workload brought about by adverse weather, holidays, etc. In the even the contractor or his representative is instructed to cease operation, recognition must be taken of this and the contractor will not be penalized be cause of the normal work, which otherwise would have been accomplished during the interval, has been neglected.

Cleaning Frequencies

- D- Daily
- W- Weekly
- EW- Twice Monthly
- M- Monthly
- Q- Quarterly
- SA- Semiannually
- 2W- Work will be done on Tuesday and Friday
- 3W- Work will be done on Monday, Wednesday, and Friday.

*Prior to commencing, performance, a listing of the products with brand name must be furnished to the Contracting officer's Representative for approval.

8. Work Requirements. Exhibit A specifies services that must be performed. The Contractor must furnish janitorial services to the areas and at the frequency specified in Exhibit B.

a. Services Peculiar to Specific Areas:

- (1) Security and Security Areas. The Contractor must inform himself of the difficulties encountered in the cleaning of security areas on the building covered by this contract and include in his bid all costs in connection herewith. The Equipment Room is a security area.

b. General Requirements

- (1) Clean all waste containers by washing or damp wiping inside and out once each 30 days or more often if necessary.
- (2) The Break Room must be cleaned, floor swept and mopped. Table tops cleaned, sinks and stoves cleaned five days a week. All other cleaning frequencies such as weekly, quarterly, and annually will be resolved with the Contracting Officer's Representative.
- (3) Contractor must furnish 2 each covered waste containers to accommodate break room refuse. **This waste must be removed from the premises daily by the Contractor. A dumpster may be used but will be located remote from the building. The dumpster will be furnished by the contractor and must be emptied two (2) times per week or as necessary to keep trash disposed of. All waste containers used in the building must be lined daily with new plastic bags.** All trash placed in dumpster must be in plastic bags and tied. All boxes must be broken down and flattened before placing in trash containers.
- (4) Contractor must collect and remove from the building all packing material and empty shipping containers as directed by the COR.
- (5) Treated walk off type mats (Government-furnished) must be provided at the front and rear doors (2 doors). These mats must be changed weekly and maintained clean and free of debris in the time between changes by the Contractor by vacuuming or shampooing as necessary.
- (6) Contractor must clean the Venetian blinds in the Supply Office with special cleaner in accordance with GSA specifications. Explicit instructions to perform this task must be furnished by the contractor. No other or substitute procedures may be used.

- (7) The outside areas, entrances, walkways, and sidewalks including the parking lot, must be policed of all paper and debris twice weekly.
- (8) Contractor and his employees must be subject to all rules and regulations relative to entering and leaving the building and parking in authorized spaces provided.
- (9) Contractor must be responsible for seeing that his employees do not displace papers on desks, open desk drawers or cabinets, or use telephones provided for Official government use.
- (10) Holidays observed by the Government employees (exclusive of personnel working on equipment and the control of air traffic in the area) are listed below. Holidays that fall on Saturday will be observed on Friday and those that fall on Sunday will be observed on Monday.

New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday of October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

- c. Scheduling: Where a number of days is stated; for example: 30 days, it is intended that this means calendar days unless schedule would require holiday or weekend work. In this event, the first working day following the 30-day period will be used.

- d. Emergencies:

(1) In case of any emergency condition, the Contractor must divert his force, or such part thereof as is necessary, from their normal assigned duties to meet the condition.

(2) The Break Room must be cleaned, floor swept and mopped, table tops cleaned, ash receivers washed, sinks and stoves cleaned five days a week. All other cleaning frequencies such as weekly, quarterly and annually must be resolved with the Contracting Officer's Representative.

- e. The Contractor must also:

(1) Arrange for personnel to report fires, hazardous conditions, and items

in need of repair, including dead lights, leaky faucets, toilet stoppages, etc.

(2) Be responsible for seeing that rooms in security areas are locked after cleaning and keys are returned to a designated recipient.

- f. Scrubbing. Whenever it is stated that certain areas are to be scrubbed, unless the scrubbing is otherwise described, it is intended that it be performed by machine or by hand with a brush. The COR will determine which method is used to satisfactorily scrub area. The area being scrubbed must be roped off and a warning sign posted.
- g. Mopping. Whenever wet mop is referred to it must mean to use a mop and hot warm water with detergent to remove grime and dirt from the floor and then using a mop and clean water, remove any dirt or detergent film from the floor so as to leave the floor free of streaks and dirt when dry. Damp mopping is similar to wet mopping except that the amount of water in the mop must be reduced so as to prevent the running of water where it may damage adjacent areas not intended to be wetted.
- h. Stripping. Whenever stripping is referred to, it must mean to strip waxed floor with Mantek's strip or equal using 3M black stripping pad or equal, and removing all old wax and debris from floor. After every stripping operation when the floor is thoroughly clean and dry, a minimum of three coats of Mantek's Granatek Wax or equal must be applied. COR should be coordinated with on stripping these areas.
- i. Waxing. Whenever waxing is referred to it will mean to apply a minimum of one coat of Mantek's Granatek Wax or equal. Exception: After stripping, a minimum of three coats of Mantek's Granatek Wax or equal must be applied.
- j. Buffing. Whenever the term "buffing" is used, it will mean to spray buff a minimum of one coat of Mantek's Granatek Wax or equal. A final buff must be made with a felt pad to give mirror finish on floors.
- k. Shampoo. Whenever the term "shampoo" is used, it will mean to shampoo carpet using a Clark micro – Mist Carpet Shampoo Machine or equal using a solution of Johnson's Rugbee Shampoo, or equal, diluted ten part warm water to one part shampoo. The carpet must be vacuumed clean before shampooing. Care must be taken to prevent saturation of carpet with water. Extra care must be taken on all raised carpet floors so as to prevent spillage or damage occurring to the tiles or cabling under floor.
- l. Storage Space in Janitor's Closet:
 - (1) Space available in the building for storage purposes will be assigned to the Contractor for storage of bulk supplies and the equipment, which

will be used in performance of this contract. The Contractor must keep this space in a neat and orderly condition.

- (2) A janitor's closet is located on the west side of the hangar. It may be used by the individual cleaners for storing mops, brooms, dust cloths, and other items. It will be necessary that this closet and the stored equipment be kept scrupulously neat and clean; otherwise, fire and health hazards may be created.
- (3) Failure to keep the facility described above in a condition satisfactory to the Contracting Officer will result in the withdrawal of the privileges of using it and the Contracting Officer may have it cleaned and the cost of such work charged to the Contractor.
- (4) The Government will not be responsible for damage to the Contractor's stored supplies, materials, or equipment; the supplies, materials or equipment kept in janitor's closet; or the Contractor's employees' personal belongings occasioned by fire, theft, accident, or otherwise.

m. List of Approved Cleaning Materials:

- (1) For cleaning floors, painted surfaces, metal fixtures, and windows, use cleaning compound, solvent-detergent, liquid heavy duty concentrate, Octo-Solve, or equal.
- (2) For cleaning toilet bowls and urinals, use Type II cleaners in accordance with Federal Specification O-C426 (d). Follow directions on label to prevent injury to personnel or damage to fixtures, Tri-O-Per, or equal.
- (3) Dust cloths and yarn brooms or sweep mops must be treated with a velvasheen or equal to increase dust retention, according to the manufacturer's specifications. The brooms and dust cloths must be free from objectionable odors.
- (4) For cleaning ceramic tile and terrazzo, use scouring compound Type II, Federal Specifications P-S-331, Interim Amend. 1, Palco or equal.
- (5) Sweeping Compound: No sweeping compound containing sand or oil must be used. Federal Specification P-S-863a, Magic Seeping Compound or equal, may be used.
- (6) Wax for all floors, use Mantek's Granatek or equal.
- (7) Wax for wood furniture, use Federal Specification P-W-158 (b), Puritan Solvent Wax, or equal.
- (8) For cleaning stainless steel, use Mantek's Superfoam or equal.

Exhibit "C"

9. Areas. The space has been divided into general areas of service.

These are:

		<u>Square Footage</u>
<u>North Side (Operations)</u>		
Area 1	Operations Cubicle Room (carpeted)	234
Area 2	Operations Cubicle Room (carpeted)	234
Area 3	Front Reception Area (carpeted)	528
Area 4	Meeting Room (carpeted)	192
Area 5	Publications Storage Office (carpeted)	288
Area 6	Parts Department (linoleum)	576
Area 7	Parts Department Storage Room (painted concrete)	234
Area 8	IT Office (carpeted)	224
Area 9	Men's Bathroom (tile)	64
Area 10	Women's Bathroom (tile)	64
Area 11	Stairwell (linoleum)	144
Area 12	Stairwell (linoleum)	144
Area 13	Upstairs Break Room (linoleum)	532
Area 14	Operations Manager Office (carpeted)	264
Area 15	Operations Cubicle Office (carpeted)	308
Area 16	Women's Bathroom (tile)	168
Area 17	Men's Bathroom (tile)	120
Area 18	Operations Cubicle Office (carpeted)	832
Total 1		5150

Exhibit "C"

		<u>Square Footage</u>
<u>South Side (Maintenance)</u>		
Area 19	Avionics office (carpeted)	1468
Area 20	Maintenance Office (linoleum)	875
Area 21	Sheet Metal Shop (linoleum)	260
Area 22	Bathroom (tile)	64
Area 23	Tool Room (painted concrete)	200
Area 24	Battery Shop (painted concrete)	189
Area 25	Stairwell (linoleum)	144
Area 26	Stairwell (linoleum)	144
Area 27	Upstairs Men's Bathroom (tile)	320
Area 28	Upstairs Women's Bathroom	60
Area 29	Upstairs Hallway (carpeted)	280
Area 30	Operations Coordinating Room (carpeted)	352
Area 31	Class Room (carpeted)	704
Area 32	Outer Office Area (carpeted)	620
Area 33	Maintenance Managers Office (carpeted)	216
<u>Area 34</u>	<u>Upstairs Break Room (linoleum)</u>	<u>520</u>
Total 2		6416
Total Space (sq. footage)		11,566

EXHIBIT A

JANITORIAL

See Exhibit B for frequency of tasks.

1. VACUUM CARPET: Vacuum carpet with vacuum cleaner capable of removing loose dirt and debris from exposed carpeted area. Care must be taken to avoid contact with equipment in and around administrative areas.
2. SHAMPOO CARPET: Shampoo all carpeted areas. Carpet in raised floor area must be shampooed with a minimum of liquid so as to prevent spillage through floor.
3. VACUUM/SWEEP TILE FLOOR: Clean all floor surfaces by vacuuming or sweeping to remove all debris, such as dust, loose dirt, mud, scum, grease, oil, etc.
4. MOP FLOOR: Mop floor with a solution of warm water and detergent appropriate for type floor being mopped.
5. MOP, BUFF TILE FLOOR: Clean damp mop, wax and power buff all exposed floor surfaces by using supplies, equipment and methods for providing a clean and properly buffed surface.
6. MOP/WAX/BUFF TILE FLOOR: Clean damp mop, wax and power buff all exposed floor surfaces by using supplies, equipment and methods for providing a clean and properly buffed surface.
7. MOP/STRIP/WAX/BUFF TILE FLOORS: Scrub and/or strip, wax, and power buff all exposed floor surfaces. Only non-slip (not self-polishing) floor wax must be used. All materials, supplies, equipment and methods of work used must provide clean, safe, and well-protected floor.
8. CLEAN PLUMBING FIXTURES: Clean all exposed surfaces of rest room fixtures by removing all foreign matter and scum. Also sanitize commodes, commode seats, urinals, and flush valves.
Clean all drinking fountains by wiping metal parts and scrubbing top portion with disinfectant cleaner.
9. COLLECT PAPER AND TRASH: Empty trash baskets and ashtrays; also remove and dispose of trash by depositing in dumpster furnished by contractor.
10. GARBAGE AND TRASH REMOVAL: Garbage and trash removal is required twice a week from an 8-cubic container.
11. SPOT CLEAN WALLS/PARTITIONS: Spot clean walls and partitions by using method and supplies that provide clean walls and partitions.
12. BASEBOARDS: Baseboards should be kept clean and free of all dust or cleaning compounds.

13. FURNITURE: Extreme care must be taken to ensure that furniture is not scratched or damaged by equipment when cleaning floors.

SPECIFICATIONS FOR TRASH REMOVAL SERVICE

FAA BUILDING

4185 Martin Luther King Jr. Drive
ATLANTA, GEORGIA

1. Scope – This specification is intended to outline the minimum requirements for Trash Removal Service in space occupied by the FEDERAL AVIATION ADMINISTRATION.
2. General Information: Contractor must be responsible to ensure that trash is removed once a week.
3. Contractor – FURNISHED PROPERTY: The Contractor must provide a six cubic yard capacity container for trash. This container must meet standards of health and safety regulations.